

JOB ACTION SHEETS

This document provides sample Job Action Sheets submitted by the Duval County Medical Reserve Corps. The job action sheet describes specific functions during an event and may need to be adapted for particular events.

The national MRC Web site also has links to a wide variety of Job Action Sheets.

www.medicalreservecorps.gov/resources.asp?mode=ResourceDetails&ResID=188&RefID=Category&Category=10.

Position

1. Physician
 - Alternate sites of care
 - Point of Dispensing
 - Triage
 - First aid Station
 - Medical Hotline
2. Nurse
 - Alternate site of care
 - Point of dispensing
 - Triage
 - First aid Station
 - Medical hotline
3. Pharmacist
 - Alternate sites of care
 - Point of dispensing
4. Mental Health
 - Alternate site of care
 - Point of dispensing
 - Triage
 - First Aid Station
5. Respiratory therapist
 - Alternate site of care
 - Medical Hotline
6. Emergency Medical Technician
 - Alternate site of care
 - Point of dispensing
 - First Aid Station
7. Support Staff
 - Alternate Site of care
 - Point of dispensing
 - Triage
 - First aid Station

Job Action Sheet 1

PHYSICIAN

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Provide for health care needs of patients.
 - c. Provide for healthcare needs of healthcare professionals and support staff.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - a. Attend overall staff briefing.
 - b. Will be given information about biological agent/infectious disease involved and treatments being provided.
 - c. Conduct medical screening.
 - d. Provide medical assessment of those with chronic medical conditions.
 - e. Determine what types of treatment or medications that may be needed.
 - f. Answer medical questions.
 - g. Complete medical screening log.
3. Triage: (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Perform health assessments.
 - c. Determine severity of injuries.
 - d. Perform first aid tasks including CPR.

4. Medical hot line: (Importance High, Risk Low)
 - a. Attend overall briefing.
 - b. Will be given information about biological agent/infectious disease involved, treatment locations and triage instructions.
 - c. Will be in direct contact with ESF 8 located in the EOC.
 - d. As medical consultant, Assist phone operators to answer medical questions.
 - e. Provide phone triage/assessment based on ESF 8 information.
 - f. Direct public to appropriate treatment areas based on ESF 8 information.
5. First Aid Station (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Perform health assessments.
 - c. Determine severity of injuries.
 - d. Perform first aid tasks including CPR.

Recovery/Termination Phase:

- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.

Nurse

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Provide for health care needs of patients.
 - c. Provide for healthcare needs of healthcare professionals and support staff.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - a. Attend overall staff briefing.
 - b. Reports to nursing coordinator.
 - c. Will be given information about biological agent/infectious disease involved and treatments being provided.
 - d. Interview each person prior to entering POD to determine health status.
 - e. Provide medical assessment of those with chronic medical conditions.
 - f. Determining what type of treatment or medication that will be needed and refer to appropriate dispensing area.
 - g. During Triage, Provide basic information about medications.
 - h. Dispense medication.
 - i. Educate medication recipients on side effects.
3. Triage: (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Perform health assessments.
 - c. Assist with determining severity of injuries.
 - d. Perform first aid tasks including CPR.

4. First Aid Station (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Perform health assessments.
 - c. Assist with determining severity of injuries.
 - d. Perform first aid tasks including CPR.

Recovery/Termination Phase:

- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.

Pharmacist

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing
 - b. Responsible for pharmaceutical supplies on site
 - c. Provide drug consultation, dosage, contraindications, etc.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - a. Attend overall staff briefing.
 - b. Will be given information about biological agent/infectious disease involved.
 - c. Reports to POD manager if you are Pharmacy Coordinator.
 - d. Report Pharmacy Coordinator if you are pharmacy staff.
 - e. Ensure all pharmaceutical supplies are on site.
 - f. Ensure security, storage and handling of pharmaceuticals.
 - g. Record pharmaceuticals received from LSA.
 - h. Works with medical screening and dispensing.
 - i. Understands and explains drug interactions.
 - j. Answer pharmaceutical questions.

Recovery/Termination Phase:

- ☐ Ensure left over pharmaceuticals are counted and secure.
- ☐ Repack and return SNS pharmaceuticals.
- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.

Mental health

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Attend to mental health needs of patients.
 - c. Attend to mental health needs of healthcare professionals and support staff.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - d. Attend overall staff briefing.
 - e. Attend to mental health needs of persons entering POD.
 - f. Attend to mental health needs of healthcare professionals and support staff.
 - g. Conduct mental health screening during exit review.
3. Triage: (Importance High, Risk Moderate to High)
 - h. Attend overall staff briefing.
 - i. Attend to mental health needs of patients.
 - j. Attend to Mental health needs of healthcare professionals and support staff.

Recovery/Termination Phase:

- ☐ Conduct mental assessments.
- ☐ Conduct debriefing
- ☐ Attend debrief
- ☐ Identify issues for the After Action Report.

Respiratory Therapist

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Assist Physicians as necessary.
 - c. Assist with oxygen equipment.
 - d. Makes adjustment to oxygen flow rate as prescribed by physician.
 - e. Administer respiratory treatment prescribed by physician.

Recovery/Termination Phase:

- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.

Paramedic/Emergency Medical Technician (EMT)

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Provide care needs of patients.
 - c. Assist with patient mobility impairments in ambulating and transfer.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - a. Attend overall staff briefing.
 - b. Reports to nursing coordinator.
 - c. Will be given information about biological agent/infectious disease involved and treatments being provided.
 - d. Provide basic information about medications.
 - e. Educate medication recipients about side effects.
3. First Aid Station (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Assist nursing staff as necessary.
 - c. Assist with ambulating and transfer as necessary.
 - d. Perform first aid tasks including CPR.

Recovery/Termination Phase:

- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.

Support Staff

Upon Activation by Telephone call, Blast fax, email or PSA:

- ☐ Report to staging area.
- ☐ Receive briefing, education/training on assigned role.
- ☐ Receive name of individual reporting to and Staging area contact information in the event of any unforeseen complications.
- ☐ Ensure you are familiar with appropriate clinical protocols in accordance with briefing.
- ☐ Will be assigned PPE and communications equipment as necessary.

Response Phase:

1. Alternate site of care: (Importance High, Risk Moderate to High)
 - a. Attend overall staff briefing.
 - b. Assist with Set-up of site as necessary.
 - c. Provide general support services for the nurse manager and nursing staff.
 - d. Provide to care needs of patients.
2. Point of Dispensing: (Importance High, Risk Low to Moderate)
 - a. Attend overall staff briefing.
 - b. Reports to POD Manager.
 - c. Assist with set-up of POD.
 - d. Greet each person-entering POD.
 - e. Distribute information Packets.
 - f. Direct each person to appropriate locations.
 - g. Continuously monitor personnel flow.
 - h. Provide early alert for security personnel.
3. Triage: (Importance High, Risk Moderate To High)
 - a. Attend overall staff briefing.
 - b. Assist nursing staff as necessary.
 - c. Direct personnel to appropriate locations.

Recovery/Termination Phase:

- ☐ Assist with the breakdown and re-stowage efforts.
- ☐ Attend debrief.
- ☐ Identify issues for the After Action Report.